

CHAPTER 32

SAFETY AND OCCUPATIONAL HEALTH AWARDS PROGRAM ASHORE

3201. Purpose

To issue the policy and procedures for selecting the winners of the Chief of Naval Operations (CNO) Safety and Occupational Health (SOH) Shore Safety Awards.

3202. Applicability

This chapter applies to all U. S. Navy shore establishments and activities.

3203. Policy

CNO policy requires military and civilian personnel to apply safe and healthful practices in all their daily activities. To recognize outstanding efforts in risk management and mishap prevention, the CNO Safety and Occupational Health Awards Program Ashore provides recognition to an Echelon 2 command with the best overall command SOH Program record; to activities for attaining excellent records in safety and occupational health; and to individual SOH professionals who have made significant contributions to a command/ activity or overall Navy SOH Program. The awards recognize outstanding contributions to operational readiness and conservation of resources through effective risk management. In addition to outstanding safety records, activities selected must have aggressive, innovative mishap prevention programs. These awards recognize excellence and are not to be confused with recognition for safety improvements (e.g., suggestion, invention, special achievement) under the provisions of the incentive awards program.

3204. Types of Awards

Appendix 32-A provides an explanation and selection criteria for CNO Safety and Occupational Health Awards Ashore. Appendix 32-B provides applicable formulas for the calculation of ashore mishap statistics. Awards are presented for excellence at the Echelon 2, activity, and individual levels.

3205. Action

Activity commanders, commanding officers, or officers in charge shall develop and implement an activity safety awards program applicable to the mission and operations of the individual activity.

Appendix 32-A
Awards Selection Criteria

1. Description

Chief of Naval Operations (CNO) safety and occupational health awards will be presented annually on a fiscal year basis to an Echelon 2 and shore activities (including Fleet operational/support units located ashore) based on the overall quality of their safety and occupational health programs, mishap prevention records, and contributions to the Navy's Safety and Occupational Health (SOH) Program. In addition, individual safety and occupational health professionals will be recognized for their contributions to their command/activity and/or the Navy's SOH program.

2. Award Categories

a. Echelon 2. All Echelon 2 commands whose primary function involves serving as the headquarters to subordinate field activities are eligible. Selection criteria includes quality and quantity of support provided to subordinate activities, performance of subordinate activities as measured by selected mishap rates and results of Inspector General (IG)/Naval Oversight Inspection Unit (NOIU) inspections, and contributions to Fleet operational readiness and the Navy's SOH Program.

b. Activity

(1) Industrial – Those activities in the 50 United States whose primary mission is the production, maintenance, or rehabilitation of Navy equipment, material or facilities. These include aviation depots, public works centers, shipyards, and ship repair facilities. Test centers and research and development (R&D) facilities will compete in the non-industrial category. Activities will compete in the following categories:

- (a) Small - activities with military and civilian working population of 1 - 1,000
- (b) Medium - activities with military and civilian working population of 1,001 - 2,000
- (c) Large - activities with military and civilian working population of 2,001 and greater

(2) Non-Industrial – Activities such as naval stations, air stations, supply depots, training centers, and medical centers in the 50 United States will compete in this category. Activities will compete in the following categories:

- (a) Small - activities with military and civilian working population of 1- 800

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(b) Medium - activities with military and civilian working population of 801 - 2,000

(c) Large - activities with military and civilian working population of 2,001 and above

(3) Industrial - Outside of the 50 United States.

(4) Non-industrial - Outside of the 50 United States.

(5) Fleet Operational/Support Unit Ashore - one award - for those commands located ashore with sea or shore duty unit identification codes that are designated as fleet operating or fleet support units which are not eligible for the surface ship award. The safety program must be based on the shore safety requirements of OPNAVINST 5100.23E.

c. Individual - the Jerry E. Shultz Memorial Safety Award - four awards - for one military and one civilian headquarters level SOH professional who has made a significant contribution to the command or Navy SOH program and for one military and one civilian SOH professional at the activity level who has made a significant contribution to the activity or Navy SOH Program.

3. Eligibility

a. Echelon 2 - Echelon 2 commands described in paragraph 2 a. are eligible for the Echelon 2 award. Commander, Naval Safety Center (COMNAVSAFECEN) and NOIU will provide supporting documentation for Echelon 2 command consideration.

b. Activity awards

(1) All activities have a minimally compliant program if they have received a satisfactory rating from the IG/NOIU inspection or the Immediate Superior in Command (ISIC) command inspection. The inspection must have occurred within the award year or 2 preceding fiscal years.

(2) In addition, nominees must have a 5-year declining mishap trend in combined total case rates and lost time case rates for on-duty military and civilian mishaps and in total case rates and lost time case rates for off-duty military mishaps; or the award fiscal year rate must be the best or the second best year of the 5

Calculations for mishap trends shall be determined by use of the formulas found in appendix 32-B.

c. Individual - Jerry E. Shultz Memorial Safety Award. Nominees must be a headquarters (military or civilian) or an activity safety and occupational health professional (military or civilian) as defined in chapter 3 of this instruction and must have made significant contributions to either the individual command program or to the overall Navy SOH program. The award will be based on contributions made during the previous three years, including the current fiscal year.

4. Nomination Criteria and Evaluation Criteria

a. Echelon 2 award will be based on the criteria in paragraph 2a. A board consisting of a representative from CNO (N45), COMNAVSAFECEN, and NOIU awardees. They will complete selection at the same time as the activity selections.

b. Activity Award. Activities meeting the criteria in paragraph 3b shall submit a nomination package signed by the commander/commanding officer/officer in charge, explaining why they deserve the award.

(1) The nomination package shall be in narrative style. It shall consist of single-spaced text and may use graphics; e.g., tables, charts, diagrams, and/or photographs, to clarify accomplishments. When printed, the text and graphics, including the information below, shall consist of no more than 16 single-side printed pages. The package shall include:

(a) A summary/explanation of what is being done toward continued mishap reduction

(b) Details on unique/special initiatives. As the award is for total command involvement/support of the SOH Program, unique/special initiatives are to include all areas of the command in support of the program, i.e. motor vehicle, off-duty/recreational, fire, partnering with the community and other government activities and organizations, community involvement, initiatives in support of the SOH Program that aren't required but will enhance the command program such as purchase of ergonomic work stations or equipment; development of programs and accomplishments beyond the minimum required by this instruction.

(c) Number of tenant commands receiving SOH support and total number of personnel at these tenant commands

(d) A copy of the NOIU or ISIC inspection cover letter and a 5-year (current year plus 4 previous years) mishap trend analyses that include total case rates and lost time case rates for both on-duty military and civilian mishaps and off-duty/recreation mishaps, number of government motor vehicle mishaps and cost, and the Federal Employees' Compensation Act costs per charge back year (CBY).

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(2) Activities shall forward nomination letters to Echelon 2 commands via the appropriate chain of command by 30 November. Echelon 2 commands shall evaluate the nominations and forward candidates that meet the CNO criteria in each award category to COMNAVSAFECEN (Code 41) by 31 December annually. In the case of multiple winners in a given category, the Echelon 2 command must also designate the activity it wants considered for the Secretary of the Navy (SECNAV) competition. Only nominations from the Echelon 2 commands will be accepted.

(3) COMNAVSAFECEN shall conduct a preliminary review of all nominations. Those they determine to be best qualified will be evaluated by a CNO selection committee consisting of CNO (N454), NOIU and COMNAVSAFECEN. The committee will meet by 15 January annually. CNO will announce the winner and runners-up, as appropriate, not later than 31 January annually. CNO will forward winners to SECNAV as the Navy nominee in their respective category for the "Secretary of the Navy Activity Award for Achievement in Safety Ashore" competition.

c. Jerry E. Shultz Memorial Safety Award. No more than a three page nomination letter stating the contributions the individual has made to the command/activity program or the overall Navy program signed by the Echelon 2 Commander for headquarters nominees or by the commander/commanding officer/officer in charge for activity nominees shall be submitted directly to COMNAVSAFECEN by 15 September annually. A special review board consisting of five individuals from the Echelon 2 commands and chaired by CNO (N454) shall evaluate the nominations.

The committee will evaluate and select the best three nominees in each category and select a winner. Winners and finalists will be announced at the annual NAVOSH Professional Development Conference. The winner will receive a trophy and will have his/her name engraved on a permanent plaque to be displayed at CNO (N454).

5. Recognition of Nominees

Echelon 2 and 3 commands should establish "in-house" safety awards of their own in line with the CNO Award criteria to recognize respective nominees within each claimancy.

Appendix 32-B
Formulas for Calculation of Mishap Trends

1. TOTAL CASE RATES:

a. Military and Civilian On-Duty Total Case Rate:

$$\frac{\text{*Total Number of Injuries X 200,000}}{\text{End Strength X 2000HRS}}$$

b. Military Off-Duty Total Case Rate:

$$\frac{\text{*Number of recorded off-duty injuries X 200,000}}{\text{End Strength X 3760 HRS}}$$

2. LOST TIME CASE RATES

a. Military and Civilian On-Duty Lost Time Case Rate:

$$\frac{\text{**Number of all On-duty lost time/deaths X 200,000}}{\text{End strength X 2000 HRS}}$$

b. Military Off-duty Lost Time Case Rate:

$$\frac{\text{**Number of off-duty lost time/deaths X 200,000}}{\text{End strength X 3760 HRS}}$$

*Number of injuries/death (deaths, lost time, no lost time, first aid) recorded on the Log of Navy Injuries and Illnesses.

**Number of lost time/death mishaps recorded on the Log of Navy Injuries and Illnesses.

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